

**Summary of the
Program Policy and Structure Committee Teleconference
December 10, 1997**

The Program Policy and Structure Committee (PPS) met by teleconference on Wednesday, December 10, 1997, at 11:00 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Ms. Pauline Bouchard. A list of action items is given in Attachment A and a list of Participants is given in Attachment B.

Status of Board Discussion Regarding Creation of a New Standing Committee

The issue of forming a standing committee for Field Measurements and Sampling was discussed. Ms. Bouchard reported that the Board of Directors asked that language be developed proposing formation of the committee and stated that it would be discussed at their meeting to be held during the January Interim Meeting. The Board would recommend either 1) to withdraw the request or 2) to go forward. If the latter is decided the proposal would be presented at the Interim Meeting.

Proposed Language to Accommodate Creation of the New Standing Committee

Mr. Jerry Parr's revisions to the Constitution and Bylaws and to Chapter 1 to accommodate creation of a new standing committee was discussed as follows:.

The second sentence of Article I, **General**, was changed to read, "The purpose of the organization is to foster the generation of environmental ~~laboratory~~ data of known and documented quality through the development of national performance standards for organizations directly involved in the sampling and measurement process ~~environmental laboratories~~, to be implemented . . ."

Article II, A., **Forum**, was changed to read as follows, ". . . To provide a national forum for the discussion of all questions related to standards for ~~environmental laboratory~~ accreditation of organizations directly involved in environmental measurements by officials of . . ."

In Article II, B., **Mechanism**, it was rewritten to read, ". . . To provide a mechanism to establish policy and coordinate activities within NELAC on matters of national and international significance pertaining to ~~environmental laboratory~~ accreditation standards of organizations directly involved in environmental measurements."

Article II, E., **Cooperation**, was changed to read "To foster cooperation among ~~environmental laboratory~~ accrediting authorities. . ."

Article IV, Section 2., **Duties**. A new subsection was added in response to an ELAB request and agreed to by Chairperson Carol Batterton as follows:

I. It develops and implements a strategic plan for NELAC and periodically reviews and updates the plan to address the needs of its various constituencies.

The Committee agreed that the Constitution and Bylaws, with the proposed changes cited above, were ready to go forward.

EMMC

The proposed changes to paragraphs 2 and 3 were agreed to. They are as follows:

Paragraph 2. “. . .Accreditation will then be granted for compliance with the relevant EPA program, the specific methods used by the laboratory as documented in the standard operating procedures (which must meet the requirements specified in Chapter 5), and for individual analytes determined by a particular methods: eg., . . .”

Paragraph 3. “e.g., proficiency testing examines the determination of individual analytes or analyte classes in specific matrix types. . .
. . .of known and documented quality. The tiered approach allows for the incorporation of performance based measurement systems (PBMS) by substituting PBMS for the specified analytical methods when allowed under EPA regulations.

Can an Accrediting Authority (state) refuse to do On-sites for Out-of-State Labs?

Ms. Mourrain relayed that the Board of Directors felt that NELAC could not force a state to accredit laboratories outside their state but that the Board feels there are enough states that will accredit out of state laboratories and that there will not be a problem.

Use of NELAC Logo

A discussion on how to restrict or permit use of the NELAC logo by various entities ensued. The A2LA and ISO material was discussed. Ms. Mourrain stated that the process had begun within the Agency to register the logo as a trademark. A discussion on the how the states use the logo ensued. It was suggested they use the phrase, “Meets NELAC Standards” instead of using the logo.

The following changes were made to Chapter 1, Section 1.1.4, General application of NELAC standards:

These standards are for use by accrediting authorities and others concerned with the competence of environmental laboratories and other organizations directly involved in environmental measurements.

Note that any reference to NELAP approval or ~~NELAP~~-NELAC accreditation means that the accrediting authority or laboratory meets the requirements in the

NELAC standards, and is not endorsement by EPA.

An accredited laboratory may use the NELAC logo on general literature in conjunction with the phrase *meets NELAC standards*. It is the ethical responsibility of an accredited organization to describe its accredited status in a manner that does not imply accreditation in areas that are outside their actual Scope of Accreditation. When soliciting business or reporting test results, an accredited entity must distinguish between those tests that fall within its scope of accreditation and those that do not. This is done by attaching a copy of its current NELAC Scope of Accreditation and any appropriate supplement.

Changes made by the Committee to Chapter 1, including those made in this telecom will also be published and presented at the Interim Meeting.

Action Items
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Item No.	Action	Date Completed
1.	Ms. Bouchard will fax all changes or proposed changes to the Field and Measurements ad hoc committee members.	
2.	Mr. Jim Stemmler will follow-up on the process of registering of the NELAC logo and use of the logo.	

List of Participants
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